

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. M-145

Page 1 of 3

Agency  
City of Frederick

Division/Unit  
Planning and Zoning

Item No	Description	Retention
1	Forest conservation annual report	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Forest conservation – project plans	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
3	Violation correspondence and records	Retain adjudicated case for 10 years after closed, then destroy; retain all other cases for 5 years after case, then destroy; transfer all remaining documents to Permits and Codes Management

Approved by Department, Agency or Division Representative

Date

Signature

Type Name Charles W. Boyd

Title

Director of Planning

Schedule Authorized by State Archivist

Date

OCT 22 2001

Signature

Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

**Schedule No. M-145**

**Page 2 of 3**

Item No	Description	Retention
4	Home Owner Association documents for city subdivisions	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
5	Comprehensive plan working maps	Retain until updated or superseded, then destroy
6	Monthly census report	Retain for 25 years, then destroy
7	Historical District Commission files – every case file for the Historic District Commission, applications, plats, drawings, photos, approval letters	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
8	Address assignment letters – new construction	Retain until updated or superseded, then destroy
9	Board of Zoning Appeals - applications, drawings, plats, photos	Permanent. Transfer periodically to the Maryland State Archives.
10	Zoning enforcement files – 1980-1988, current done at Permits	Retain adjudicated cases for 10 years after closed, then destroy; retain all other cases for 5 years after close, then destroy
11	Zoning ordinance review/maps – includes adaptation of zoning ordinance	Permanent. Transfer periodically to the Maryland State Archives.

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

**Schedule No. M-145**

**Page 3 of 3**

Item No	Description	Retention
12	Minutes books	Permanent. Transfer periodically to the Maryland State Archives.
13	BZA files	Permanent. Transfer periodically to the Maryland State Archives.
14	Planning files – overflow planning files, drawings, plats, maps, fax cover sheets	Review and distribute to appropriate departments
15	Site plans, subdivision plans	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
16	Planning commission – Planning Commission files, final site plans, application, final site plans, property descriptions, plats, maps, correspondence	Permanent. Transfer periodically to the Maryland State Archives.
17	Text amendments – 1970-1973	Retain until updated or superseded, then destroy
18	Planning department chronological files	Retain for 5 years, then destroy
19	Planning commission/BZA/HDC - BZA/HDC reel to reel tapes, reel to reel tapes, HDC cassette tapes, BZA cassettes	If paper copy does not exist, then tapes are permanent. Transfer to the Maryland State Archives

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 5 OF 5

Frederick, Maryland 21701

1. Position  
Pam Reppert  
Planner Technician

2. Division  
Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title  
~~Deer Draw~~ Forest  
Conservation Notes

5. Earliest Year/Latest Year  
\_\_\_\_\_ to \_\_\_\_\_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Office files - HBC, Forest Conservation  
County Ligner, FC annual rpt.

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

None

9. Volume

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

1  
Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

0  
Number

11. File is Used

- ☒ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

?    ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

City Hall Basement

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ S

Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

- ☐ Yes    ☒ No

18. Recommended R

19. Name and Title of Preparer

Pam Reppert  
Plan Tech

20. Telephone Number

694-1498

21. Date

11/18/99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 3 OF 5

Frederick, Maryland 21701

1. Position  
Pam Reppert  
Planner Tech.

2. Division  
Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

~~Drawn~~  
Forest Conservation - Project Plans

96 to 99

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Forest Conservation plans for projects

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☐ Alphabetical

☒ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☒ Numerical

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

☐ Other (specify)

☐ Other (specify)

☐ Other (specify)

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☒ Daily

☐ Weekly

☐ Monthly

☐ Month(s)

☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?

City Hall Basement

(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No

(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☒ St

Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

17. Is an Index System Used?

18. Recommended Re

(If yes, explain briefly and describe any hardware/software)

☒ Yes ☐ No

Plan type + # sequence

19. Name and Title of Preparer

20. Telephone Number

21. Date

Pam Reppert  
Plan Tech

694-1498

11/18/99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of  
Planning

PAGE 4 OF 5

Frederick, Maryland 21701

1. Position  
Pam Reppert  
Planner Tech.

2. Division  
Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title  
Drawn  
Miscellaneous

5. Earliest Year/Latest Year  
86 to 96

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Violation correspondence + records

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

11. File is Used infrequent  
☐ Daily    ☐ Weekly    ☐ Monthly  
Storage

12. File Becomes Inactive After  
\_\_\_\_\_  
☐ Month(s)    ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
City Hall Basement

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)  
☐ Yes    ☒ No

15. Access Restrictions ☐ Yes    ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements  
☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?  
(If yes, explain briefly and describe any hardware/software)  
☒ Yes    ☐ No  
Street name + #

18. Recommended Retention  
Retain adjudicated cases for 104 after close!  
then destroy. Retain all other cases for 54  
after close, then destroy. Transfer all remaining  
documents to Records +  
Codes mgmt.

19. Name and Title of Preparer  
Pam Reppert  
Plan Tech

20. Telephone Number  
694 1498

21. Date  
11/18/99  
9/27 + 12/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form for each new or revised record series.

Department of  
Planning

PAGE 2 OF 5

Frederick, Maryland 21701

1. Position  
Pam Reppert  
Planner Tech

2. Division  
Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

HSA Records  
+ Drawers

5. Earliest Year/Latest Year

\_\_\_\_\_ to \_\_\_\_\_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Home Owner Association Documents  
for City Subdivisions  
Orig. at Court House

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☒ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

1  
Number

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

Number

11. File is Used infrequent

- ☒ Daily    ☐ Weekly    ☐ Monthly  
actually only added to

12. File Becomes Inactive After

- ☐ Month(s)    ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

City Hall Basement

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☒ Yes    ☐ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ Screen annually. Destroy material having not further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

17. Is an Index System Used?  
(If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended

P

19. Name and Title of Preparer

Pam Reppert  
Plan Tech

20. Telephone Number

6941498

21. Date

11/18/99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 4 OF 4

Frederick, Maryland 21701

1. Position

Joe Adkins  
Planner

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

~~Roller Miscellaneous Maps~~  
(1995 Comp. Plan Working Maps)

5. Earliest Year/Latest Year

1995 to     

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Working maps for the 1995 Comp Plan

7. Record Series Format(s)

- ☐ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify)

Large Plans

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (specify)

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)

11. File is Used

- ☐ Daily    ☐ Weekly    ☒ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Boxerment  
Joe Adkins' Office

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

retain until updated or superseded, then destroy.

19. Name and Title of Preparer

Joe Adkins

20. Telephone Number

301/694-1655

21. Date

11/17/99

9/27 & 10/3/00



# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 3 OF 4

Frederick, Maryland 21701

1. Position

Joe Adkins  
Planner

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Monthly Census Report

5. Earliest Year/Latest Year

80 to Present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

monthly reports to the Census

7. Record Series Format(s)

- ☐ Letter Size    ☐ Microfilm  
☒ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

10. Approximate Annual Accumulation

- 24 letters  
yearly Number ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

11. File is Used

- ☐ Daily    ☐ Weekly    ☒ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Basement  
Joe Adkins' Office

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

Retain 25y, then destroy

19. Name and Title of Preparer

Joe Adkins

20. Telephone Number

301/694-1655

21. Date

11/17/99

9/27 & 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

*Heston District Commission*

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
*Planning*

PAGE 2 OF 34

Frederick, Maryland 21701

1. Position

*Joe Adkins  
Planner*

2. Division

*Planning*

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

*2-4 Drawings HDC files*

5. Earliest Year/Latest Year

*1990 to Present*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

*Every case file for the Historic District Commission  
Applications  
Photos  
Drawings  
Photo  
Appraisal Ltr.*

7. Record Series Format(s)

- ☒ Letter Size ☐ Microfilm  
☒ Legal Size ☐ Computer Tape  
☐ Bound Book ☐ Floppy Disk  
☐ Audio Tape ☐ Video Tape  
☒ Other (specify)

*Site plans*

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify)

9. Volume

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)

*6*  
Number

10. Approximate Annual Accumulation

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)

*1 1/2*  
Number

11. File is Used

- ☐ Daily ☒ Weekly ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

*Basement  
Joe Adkins' Office*

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements *CLG*

- ☐ None ☒ State ☐ Federal ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

- ☒ Yes ☐ No

*Index on paper map & in*

18. Recommended Reten

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. Name and Title of Preparer

*Joe Adkins*

20. Telephone Number

*301/694-1655*

*9/27 + 10/3/00*

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 1 OF 3 4

Frederick, Maryland 21701

1. Position  
Joe Adkins  
Planner

2. Division  
Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title  
B-Drawer Vertical File  
W/ street addresses

5. Earliest Year/Latest Year  
1900 to present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Address assignment letters for all new construction  
New Construction

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☒ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- 3  
2  
Number  
☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

10. Approximate Annual Accumulation

- 100 letters  
per year  
Number  
☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

11. File is Used

- ☐ Daily    ☒ Weekly    ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Basement  
Joe Adkins' Office

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?  
(If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

Retain until updated  
or superseded, then destroy.

19. Name and Title of Preparer

Joe Adkins  
Tom Adams

20. Telephone Number

301/694-1655  
301/694-1883

21. Date

11/17/99 9/23  
11/17/99 10/31/00

# RECORDS INVENTORY THE CITY OF FREDERICK

BZA  
Board of zoning Appeals

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 1 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary - Planning

2. Division

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

1 4-Draw File BZA

5. Earliest Year/Latest Year

1929  
~~1993~~ to 1999

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

applications  
drawings  
plans  
photo's

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☒ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

4  
Number

7 boxes

10. Approximate Annual Accumulation

☒ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

1/2  
Number

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Basement Hallway  
attic

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

18. Recommended Retention

Permanent.

Transfer periodically to the  
Md State Archives

19. Name and Title of Preparer

GAIL KING

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
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Department of

Planning

PAGE 3 OF 20

Frederick, Maryland 21701

1. Position

2 Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Zoning Enforcement files

5. Earliest Year/Latest Year

1980 to 1988

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Zoning Enforcement  
1980-1988

Current done on Permits

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☒ Other (specify)

None

9. Volume

1  
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

Box

10. Approximate Annual Accumulation

?  
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☐ Yes

☐ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Retain adjudicated cases for 104 after closed, then destroy.  
Retain all other cases for 54 after close, then destroy.

19. Name and Title of Preparer

Gail King, Sec.

20. Telephone Number

301-694-1499

21. Date

11-30-99

9/27 & 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 4 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Zoning Ordinance Review/Maps

5. Earliest Year/Latest Year

1984 to 1986

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

1984-1986 Zoning Ordinance Review and Adoption Maps

Additional zoning Ord.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☒ Other (specify)

NONE

9. Volume

2  
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

Boxes

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☐ Other (specify)

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attn, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☐ Yes

☐ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

historical?

P

19. Name and Title of Preparer

Gail King, Sec.

20. Telephone Number

301-694-1499

21. Date

11-30-99

9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

<i>Instructions - Type or print a separate form for each new or revised record series.</i>		Department of <u>Planning</u> Frederick, Maryland 21701		PAGE <u>5</u> OF <u>20</u>
1. Position <u>Secretary</u>		2. Division <u>Planning</u>		
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				
4. Record Series Title <u>Minutes Books</u>		5. Earliest Year/Latest Year <u>1960</u> to <u>1996</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Minutes, Agenda, Staff Reports, agenda, news articles, copy of ck./receipt</u>				
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Filing Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>21</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BOOKS</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>File Room, Basement</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention <u>Forever</u> P		
19. Name and Title of Preparer <u>GAIL KING</u>		20. Telephone Number <u>301-694-1499</u>		21. Date <u>11-30-99</u> <u>9/27 + 10/3/00</u>

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 6 OF 20

Frederick, Maryland 21701

1. Position

GAIL KING, SEC

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

BZA Files

5. Earliest Year/Latest Year

1929 to 1979

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

BZA files

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☒ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

Boxes

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

?

Number

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

Forever

19. Name and Title of Preparer

Gail King

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00



# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

PAGE 7 OF 20

Frederick, Maryland 21701

1. Position

2. Division

Gail King, Secretary Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Planning files

Not Dated

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Over Flow Planning Files  
Drawings Maps  
Plats for cover sheets see notes

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☐ Alphabetical

☐ File Drawer(s)

☐ Legal Size

☐ Computer Tape

☐ Numerical

☐ Microfilm Reel(s)

☐ Bound Book

☐ Floppy Disk

☐ Chronological

2  
Number

☐ Computer Tape(s)

☐ Audio Tape

☐ Video Tape

☐ Geographical

☒ Other (specify)

Boxes

☐ Other (specify)

☒ Other (specify)

No Order

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

?  
Number

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☐ Monthly

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

Attic - City Hall

☐ Yes

☐ No

15. Access Restrictions ☐ Yes ☐ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☐ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☐ No

18. Recommended Retention

Review and distribute to appropriate dept.

19. Name and Title of Preparer

20. Telephone Number

21. Date

Gail King, Sec.

301-694-1499

11-30-99  
9/27 + 10/3/99

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of.

Planning

PAGE 8 OF 20

Frederick, Maryland 21701

1. Position

Planning Commission

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Site Plans, Sub Plans

5. Earliest Year/Latest Year

1985 to 1990

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Site Plans, Subdivision Plans

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☒ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☒ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

12  
Number

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

?  
Number

11. File is Used

- ☐ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- \_\_\_\_\_  
☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic - City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent  
Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

17. Is an Index System Used?  
(If yes, explain briefly and describe any hardware/software)  
☒ Yes    ☐ No

18. Recommended Retention

Screen - - -

19. Name and Title of Preparer

20. Telephone Number

Gail King, Sec.    301-694-1499

9/11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 9 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Sec.

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Planning Commission

5. Earliest Year/Latest Year

1970 to 1984  
2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Planning Commission files, Final Site Plans  
application prop. descr. map  
final site plans plat concep.

7. Record Series Format(s)

☒ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☒ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

21  
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

Boxes

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☐ Other (specify)

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall  
Basement 191-2000

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☐ Yes

☐ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

forever P

19. Name and Title of Preparer

Gail King, Sec.

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 10 OF 20

Frederick, Maryland 21701

1. Position

2. Division

Gail King, Secretary Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

5. Earliest Year/Latest Year

Text Amendments

1970 to 1973

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Text Amendments 1970-1973

7. Record Series Format(s)

8. Record Series Filing Sequence

9. Volume

☒ Letter Size

☐ Microfilm

☐ Alphabetical

☐ Legal Size

☐ Computer Tape

☐ Numerical

☐ Bound Book

☐ Floppy Disk

☒ Chronological

☐ Audio Tape

☐ Video Tape

☐ Geographical

☐ Other (specify)

☐ Other (specify)

2  
Number

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

Boxes

10. Approximate Annual Accumulation

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

Number ☐ Other (specify)

11. File is Used

12. File Becomes Inactive After

☐ Daily

☐ Weekly

☐ Monthly

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

At Hic, City Hall

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

forever until updated or superseded

19. Name and Title of Preparer

20. Telephone Number

21. Date

Gail King, Secretary 301-694-1499

11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 11 OF 20

Frederick, Maryland 21701

1. Position Gail King, Secretary 2. Division Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Planning Dept. Chron Files

5. Earliest Year/Latest Year

1980 to 1998

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Chron files 1980-~~1998~~ 1998

7. Record Series Format(s)

- ☒ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

12  
~~100~~  
Number ☒ Other (specify) Boxes

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

11. File is Used

- ☐ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

- ☐ Yes    ☒ No

18. Recommended Retention

~~5 years~~ 5Y

19. Name and Title of Preparer

Gail King, Sec.

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of

Planning

PAGE 12 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Planning Commission Mts.

5. Earliest Year/Latest Year

1987 to 1993  
present

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Planning Commission Cassette Tapes

7. Record Series Format(s)

- ☐ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☒ Other (specify)

Cassette tapes

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify)

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (specify)  
Box

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify)  
?

11. File is Used

- ☐ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attn: City Hall  
Basement

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

?

19. Name and Title of Preparer

Gail King, Sec.

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page \_\_\_\_\_ Of \_\_\_\_\_

1. DEPARTMENT/AGENCY

**City of Frederick**

2. DIVISION

3. UNIT

DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

*Tapes / Reel - to - Reel, Cassettes*

5. EARLIEST YEAR / LATEST YEAR

*1975 - 1994*

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

*Planning Commission  
Board of Zoning Appeals  
Historic District Commission*

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size      ☐ Microfilm  
☐ Legal Size      ☐ Computer Tape  
☐ Bound Book      ☐ Floppy Disk  
☐ Audio Tape      ☐ Video Tape  
☐ Other (Specify) \_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical  
☐ Numerical  
☐ Chronological  
☐ Geographical  
☐ Other (Specify) \_\_\_\_\_

9. VOLUME

- ☐ File Drawer(s)  
☐ Microfilm Reel (s)  
☐ Computer Tape (s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)  
☐ Microfilm Reel (s)  
☐ Computer Tape(s)  
☐ Other (Specify) \_\_\_\_\_

Number \_\_\_\_\_

11. FILE IS USED

- ☐ Daily      ☐ Weekly      ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number      ☐ Month(s)      ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*See attached*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- ☐ Yes \_\_\_\_\_      ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- ☐ Yes, \_\_\_\_\_      ☐ No

16. AUDIT REQUIREMENTS

- ☐ None      ☐ State      ☐ Federal      ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- ☐ Yes \_\_\_\_\_      ☐ No

18. RECOMMENDED RETENTION

*If paper copy does not exist, then tapes are permanent. Transfer to Md State Archives*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*9/27 - 10/2/00*

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 20 OF 20

Frederick, Maryland 21701

1. Position <u>Gail King, Secretary</u>	2. Division <u>Planning</u>
--------------------------------------------	--------------------------------

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <u>BZA Cassettes</u>	5. Earliest Year/Latest Year <u>1987 to 1994</u>
------------------------------------------------	-----------------------------------------------------

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

BZA cassette tapes

7. Record Series Format(s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Filing Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BZA</u> Number <u>1</u>  10. Approximate Annual Accumulation  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number <u>?</u>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After  _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
-------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------

13. Current Location(s) (Bldg., Floor, Room) <u>Attic, City Hall</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
-------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <u>?</u>
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19. Name and Title of Preparer <u>Gail King, Secretary</u>	20. Telephone Number <u>301-694-1499</u>	21. Date <u>11-30-99</u> <u>9/27 &amp; 10/3/00</u>
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# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 19 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

HDC Cassette tapes

5. Earliest Year/Latest Year

1987 to 1994

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

HDC cassette tapes

7. Record Series Format(s)

☐ Letter Size

☐ Microfilm

☐ Legal Size

☐ Computer Tape

☐ Bound Book

☐ Floppy Disk

☐ Audio Tape

☐ Video Tape

☐ Other (specify)

8. Record Series Filing Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

Number 1

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☒ Other (specify)

Box

10. Approximate Annual Accumulation

Number ?

☐ File Drawer(s)

☐ Microfilm Reel(s)

☐ Computer Tape(s)

☐ Other (specify)

11. File is Used

☐ Daily

☐ Weekly

☐ Monthly

12. File Becomes Inactive After

☐ Month(s)

☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

☐ Yes

☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

☒ None

☐ State

☐ Federal

☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)

☐ Yes ☒ No

18. Recommended Retention

?

19. Name and Title of Preparer

Gail King, Secretary

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 & 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 18 OF 20

Frederick, Maryland 21701

1. Position <u>Gail King, Secretary</u>	2. Division <u>Planning</u>
--------------------------------------------	--------------------------------

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <u>Reel to reel tapes</u>	5. Earliest Year/Latest Year <u>1968 to 1975</u>
-----------------------------------------------------	-----------------------------------------------------

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

BZA reel to reel tapes

7. Record Series Format(s)	8. Record Series Filing Sequence	9. Volume
<input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>BZA</u> Number <u>1</u>
		10. Approximate Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number <u>7</u>

11. File is Used	12. File Becomes Inactive After
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)

13. Current Location(s) (Bldg., Floor, Room) <u>Attic, City Hall</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))	16. Audit Requirements
	<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)	18. Recommended Retention
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>?</u>

19. Name and Title of Preparer	20. Telephone Number	21. Date
<u>Gail King, Secretary</u>	<u>301-694-1499</u>	<u>11-30-99</u> <u>9/27 + 10/3/00</u>

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 17 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Reel to Reel tapes

5. Earliest Year/Latest Year

1980 to 1986

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

ADC reel to reel tapes

7. Record Series Format(s)

- ☐ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (specify) Box

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

11. File is Used

- ☐ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

?

19. Name and Title of Preparer

Gail King, Secretary

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 16 OF 20

Frederick, Maryland 21701

1. Position <u>Gail King, Secretary</u>	2. Division <u>Planning</u>
--------------------------------------------	--------------------------------

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title <u>Reel to Reel tapes</u>	5. Earliest Year/Latest Year <u>1980</u> to <u>1986</u>
-----------------------------------------------------	------------------------------------------------------------

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Planning Commission / BZA

<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Filing Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>BZA</u></p> <p>10. Approximate Annual Accumulation</p> <p><u>?</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
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11. File is Used	12. File Becomes Inactive After
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)

13. Current Location(s) (Bldg., Floor, Room) <u>Attic, City Hall</u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or Office)
	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulations(s))	16. Audit Requirements
	<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)	18. Recommended Retention
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<u>?</u>

19. Name and Title of Preparer	20. Telephone Number	21. Date
<u>Gail King, Secretary</u>	<u>301-694-1499</u>	<u>11-30-99</u> <u>9/27 + 10/3/00</u>

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 15 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Reel to Reel Tapes

5. Earliest Year/Latest Year

1975 to 1979

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Planning Commission Tapes

7. Record Series Format(s)

- ☐ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (specify) Reel  
Number 1

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_  
Number 2

11. File is Used

- ☐ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- \_\_\_\_\_ ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

?

19. Name and Title of Preparer

Gail King, Secretary

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 14 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Reel to Reel tapes

5. Earliest Year/Latest Year

1980 to 1986

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Planning Commission / BZA tapes

7. Record Series Format(s)

- ☐ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (specify) BZA  
Number 1

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_  
Number ?

11. File is Used

- ☐ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- \_\_\_\_\_ ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

(If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

?

19. Name and Title of Preparer

Gail King, Secretary

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00

# RECORDS INVENTORY THE CITY OF FREDERICK

Instructions - Type or print a separate form  
for each new or revised record series.

Department of  
Planning

PAGE 13 OF 20

Frederick, Maryland 21701

1. Position

Gail King, Secretary

2. Division

Planning

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

BZA/HDC Reel to Reel tapes  
(± 35 reels per box)

5. Earliest Year/Latest Year

1975 to 1979

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

reel to reel tapes

7. Record Series Format(s)

- ☐ Letter Size    ☐ Microfilm  
☐ Legal Size    ☐ Computer Tape  
☐ Bound Book    ☐ Floppy Disk  
☐ Audio Tape    ☐ Video Tape  
☐ Other (specify) \_\_\_\_\_

8. Record Series Filing Sequence

- ☐ Alphabetical  
☐ Numerical  
☒ Chronological  
☐ Geographical  
☐ Other (specify) \_\_\_\_\_

9. Volume

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☒ Other (specify) Box

10. Approximate Annual Accumulation

- ☐ File Drawer(s)  
☐ Microfilm Reel(s)  
☐ Computer Tape(s)  
☐ Other (specify) \_\_\_\_\_

11. File is Used

- ☐ Daily    ☐ Weekly    ☐ Monthly

12. File Becomes Inactive After

- ☐ Month(s)    ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic, City Hall

14. Is Record Series Duplicated Elsewhere?  
(If yes, specify agency or Office)

- ☐ Yes    ☒ No

15. Access Restrictions ☐ Yes ☒ No  
(If Yes, cite Law(s) & Regulations(s))

16. Audit Requirements

- ☒ None    ☐ State    ☐ Federal    ☐ Independent

17. Is an Index System Used?

- (If yes, explain briefly and describe any hardware/software)  
☐ Yes    ☒ No

18. Recommended Retention

?

19. Name and Title of Preparer

Gail King, Secretary

20. Telephone Number

301-694-1499

21. Date

11-30-99  
9/27 + 10/3/00